


# FLORIDA HIGHWAY PATROL

## POLICY MANUAL

	<b>SUBJECT</b> CRIMINAL RECORDS INFORMATION	<b>POLICY NUMBER</b> 13.03
	<b>APPLICABLE CALEA STANDARDS</b> 82.1.4	<b>ISSUE DATE</b> 09/01/96
		<b>REVISION DATE</b> 07/01/07
		<b>TOTAL PAGES</b> 2

### 13.03.01 PURPOSE

To provide a method for retrieving information captured from the Uniform Crime Reports forms so as to be accessible to operations personnel at all times.

### 13.03.02 POLICY

It is the policy of the Florida Highway Patrol to maintain and provide information concerning data captured from the Uniform Crime Reports (UCR) forms (Arrest/Notice to Appear, Probable Cause Affidavit, Offense Incident Report, Vehicle/Property Report) to the members of the Patrol for investigative purposes.

### 13.03.03 DEFINITIONS

- A. **UCR Database** - Florida Highway Patrol Uniform Crime Reports maintained by the Office of Program Planning.
- B. **UCR** - Uniform Crime Reports forms (Arrest/Notice to Appear, Probable Cause Affidavit, Offense Incident Report, Vehicle/Property Report).
- C. **UCR Master Index** - An alphabetical name and case number listing generated from the Uniform Crime Reports forms.

### 13.03.04 OBJECTIVES

- A. To assure that criminal arrest information is accessible to authorized personnel at all times.
- B. To provide retrieval of information captured from the UCR forms in a timely manner.
- C. To maintain the UCR database which has been compiled from information concerning the events of each offense or non-traffic arrest listed on the UCR form.

**13.03.05 PROCEDURES**

- A. After the UCR forms are completed in the field, a copy shall be retained in the district headquarters. The original shall be sent through channels to the Office of Program Planning for encoding and storage in the Reports and Records Section.
- B. The Reports and Records Section is responsible for notifying field offices on UCR forms not in compliance with the Crime Information System Manual for correction prior to encoding and permanent storage.
- C. All UCR forms shall be processed and scanned for permanent storage on electronic media and may be reviewed upon request as outlined in FHP Policy 13.01.07(F).
- D. All persons who are arrested or listed as a suspect, witness or victim on the UCR forms are to be encoded into the UCR Master Index by name and case number.
- E. The UCR Master Index shall be maintained on the Division's server and supported by Program Planning personnel. Information from the UCR database is only accessible through the Reports and Records Section. Upon request, a name or case number search (as outlined in item "D") can be instituted and the information provided to the member.
- F. Information requests may be made during regular business hours, 8 A.M. through 5 P.M. Monday through Friday. After-hours requests must be made through the chain of command to the appropriate Deputy Director.
- G. Troop Commanders will establish a procedure to ensure access to the district headquarters copy of all UCR forms. However, the security and integrity of the UCR files must be maintained.